

Document Management

Document Imaging & Archiving

Documents are increasingly becoming a valuable corporate resource because of the role they play in key business processes. Documents are integral to simplifying work processes, vital links within and between value chains and business processes.

Despite - or perhaps because of - the relentless progress in technology, paper production has grown steadily over the past 30 years, with no sign of a slowdown. However, because the volume of information required by our information-dependent organisations doubles every three to four years, this paperwork will just keep growing.

An efficient document management and document imaging system not only offers a real step towards the holy grail of the paperless office - it also delivers much greater control, reduced costs and better customer service. Many companies, however, now find maintaining control is virtually impossible, when business-critical information is held in multiple systems, often in many different physical locations - and not necessarily electronic ones - and exists either as highly structured data or is totally lacking in any structure at all. The only answer is a comprehensive document management software system.



Business Benefits

Visualiser - Interactive Dashboards

Eliminate manual data entry & dramatically cut costs

Our document imaging solution allows automatic archiving for documents, scanning and structured storage for easy retrieval and access and can be tailored to the specific requirements of an individual organisation. The software is tightly integrated into all the major accounting, manufacturing and ERP systems.

Using both the outgoing and incoming automated document archiving modules of DbArchive, all documents produced from an organisation's business systems can be saved and indexed in a central document archive automatically. This includes not only documents sourced from the business system but also from other applications including Microsoft Office - for example e-mails, Word documents, faxes and more. Where appropriate, related documents are linked so that users can move from one document to the next in a natural document workflow.

Using our document management software, authorised users can file, index, track, retrieve and distribute documents instantly from their desktop. Automatic links can be set between different document types. The system eliminates risk of document loss from mislaid or misfiled papers. Copies of documents can be retained at different locations for ultimate security, unlike traditional paper-archives.

Fast Payback

As prices of scanning and storage hardware have fallen substantially over recent years, this has brought document imaging and document management software within the reach of even the smallest IT budget. Coupled with very fast Return-on-Investment - typically just a few months - this has significantly increased demand for our solutions.

About Business Solutions

Advanced Business Solutions, an Advanced Computer Software plc company, provides leading integrated business applications and services that enable public, private and third sector organisations to retain control, improve visibility and gain efficiencies whilst continually improving corporate performance. It's award-winning software systems comprise core financial management, procurement, human resource and payroll systems, integrated with a range of collaborative, document management and business intelligence solutions. It also provides managed and bureau service options.

Advanced Computer Software plc is the UK's leading supplier of software and IT services to the health, care and commercial sectors. It comprises 3 main divisions and has 7000 customers and 800 staff worldwide.

For more information

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